



JOB DESCRIPTION

Executive Assistant

(Exempt)

Reports To: Special Assistant to the President/CEO

Salary Range: Level 40
\$49,975 - - \$62,469 - - \$74,963

Job Summary:

This position will provide high-level administrative support to the Special Assistant to the President/CEO and the President/CEO. This position will apply specialized technical and professional principles and skills in the solution of complex administrative challenges. This may include planning, developing, evaluating, advising, and improving various management control systems, programs and policies, work methods and procedures.

Major Duties and Responsibilities:

Assist the President/CEO and Special Assistant to the President/CEO in their daily activities.

Coordinate scheduling, including necessary preparation meetings, all briefing materials, and related tasks. Arrange and confirm room reservations for meetings involving the President/CEO which take place in the building. In preparation, work with other departments to gather the correct and necessary materials and ensure these accompany the President/CEO, if needed. Check to make sure all necessary staff are included in meetings.

Liaison between Executive Office and Staff with respect to drafting staff meeting agendas and minutes, arranging Zoom links, preparing and composing documents, etc.; coordinate and track documents requiring the President/CEO's signature.

Assist the Special Assistant to the President/CEO and the Executive Assistant Team as needed to ensure smooth daily operations, ensure deadlines are met, and act as back-up during periods of leave.

Work with other departments throughout the organization.

Assist the Special Assistant to the President/CEO in serving as liaison between the President/CEO and the Board/Council. This includes assisting in organizing Council and Committee meetings and preparing all supporting material.

Manage Records Retention procedures, mail, and create/manage the department's filing systems.

Handle the President/CEO's travel arrangements, including completing travel requests and other related tasks.

Assist the Special Assistant to the President/CEO, when needed, in tracking and following up on various assignments from Council and staff meetings.

Interpret administrative policies, acquire and disseminate information concerning work methods and procedures, organization, work controls and similar management functions.

Manage various databases and lists. Identify and solve problems or issues, collect and analyze data, develop alternatives and make specific recommendations to the President/CEO and Special Assistant to the President/CEO.

Coordinate the signing of checks and contracts with Council members, as needed.

Follow federal and state laws, in addition to implementing programs, policies and procedures in accordance with CSC's priorities.

Conduct oneself in the best interest of the County's constituents and in support of the CSC's mission statement.

Perform other related duties as assigned.

Experience, Knowledge, Skills and Abilities:

Bachelor's degree and three (3) years or more successful experience supporting a senior official in a governmental, not-for-profit agency or complex business environment performing high level administrative duties, OR Associate's degree and five (5) years or more successful experience supporting a senior official in a governmental, not-for-profit agency or complex business environment performing high level administrative duties, OR high school diploma or equivalent and ten (10) years or more successful progressive experience in a governmental, not-

for-profit agency or complex business environment performing high level administrative duties.

Considerable knowledge of principles and practices of governmental or not-for-profit agency, management and administration in the operation of a complex organization.

Strong administrative skills and attention to detail are a must.

Thorough knowledge of general office business machines as well as modern administrative practices and procedures.

Knowledge of current computing technologies and software applications, including Microsoft Office Suite as appropriate to the position's job responsibilities.

Ability to communicate effectively, both orally and in writing.

Independent thinking and problem-solving skills.

Must possess valid driver's license and vehicle insurance or have other means to enable travel locally and non-locally, including getting to work and going to other locations during the day for meetings, etc.

Physical Demands & Working Conditions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

The employee performs work in a normal office setting within a reasonable environment. While performing the duties of this job, the employee may be required to perform local and non-local travel.

New: 7/01

Revised: 7/04, 7/05, 6/10, 10/13, 10/23, 8/24